

# **Pennsylvania Wing Civil Air Patrol Procedures for Reporting Monthly Unit Safety Meetings**

**14 June 2008**

The following is the correct procedure for reporting your unit monthly safety meeting to Group and Wing safety officers.

1. Once a month give your required 15 minute (min) safety briefing.
2. Record attendance on a CAPF 113 or 211.
3. Place a summary of the safety briefing on your unit safety board along with a sign-in sheet for those who missed the regular safety briefing.
  - Those who missed the regular safety briefing will read the summary plus any other safety information the Safety Officer deems necessary.
  - After the member reads the safety information, he or she will sign off on the attendance sheet indicating the accomplishment of the required activity.
4. Note – Any member not attending the unit safety meeting may not participate in any CAP or unit function or activity until the safety requirement is completed.
5. The Unit Safety Officer is responsible for tracking member completion of the safety requirement.
6. At the end of the month, the unit safety officer will combine both lists and forward this list and the summary of the safety briefing to Group Safety Officer keeping a copy for the Unit Safety File. This report should reach your Group by the 1<sup>st</sup> of each month.
7. This completes the unit safety officer reporting responsibility.

## **Group Safety Officer Responsibilities**

1. The Group Safety Officer has the same responsibilities as the Unit Safety officer.
2. The Group Safety Officer will track and collect all unit safety reports.
3. The Group Safety Officer will check each unit report and forward the Group Summary and attendance list along with the unit reports to Pennsylvania Wing Headquarters marked to the attention of Wing Director of Safety.
4. This Group report should reach Wing Headquarters by the 15<sup>th</sup> of each month.

**OFFICIAL**

//Signed

Barry Metz, Lt Col. CAP

Pennsylvania Wing Director of Safety